

TOWN OF WESTFORD  
SELECT BOARD



TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557

**REVISED**

**MEETING AGENDA**

Tuesday, May 23, 2023  
7:00 PM

Town Hall Meeting Room, 55 Main Street, 2<sup>nd</sup> Floor

Originally Posted May 19, 2023 at 3:27 PM  
Revised Posted May 23, 2023 at 11:15AM

**ACTION  
TAKEN**

Meeting participants are welcome to attend the Select Board meeting in person or partake remotely via Zoom. The meeting will also be broadcast by WestfordCAT on Comcast channel 9 and Verizon channel 34. Please use the following link to register for the meeting using Zoom:

[https://westfordma-gov.zoom.us/webinar/register/WN\\_rz9NCJNYSIKrPnJpPPE7yw](https://westfordma-gov.zoom.us/webinar/register/WN_rz9NCJNYSIKrPnJpPPE7yw)

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
  - Chief Mark Chambers to recognize members of Special Services Division a Unit Commendation for their outstanding work on the unidentified body case from 2019.
  - Chief Joe Targ to recognize Emergency Medical Services (EMS) Week 2023 and the contributions that all our EMS providers make to support the Town of Westford.
  - Approved 5-0 to Sign EMS Proclamation**
  - **SB Chair Clay announced the Memorial Day events scheduled for Sunday, May 28, 2023**
  - **SB Chair Clay announced Westford Food Pantry is in need of non-perishable items.**
  - **SB Vice-Chair Hazelton announced WestfordCAT was piloting closed captioning for the meeting this evening.**
4. 7:05 PM **Consent Agenda – Request to approve the following:**
  - i. **Banner:**  
Event: Westford Education Foundation -Westfest  
Applicant: Sarah Bischoff  
Dates: September 15, 2023-September 24, 2023.  
Location: First Parish Church  
**Approved 5-0**
5. 7:10 PM **Public Hearing** (Continued from May 9, 2023) – Electric Conduits Petition –

Request from National Grid to excavate the public highways and to run and maintain underground electric conduits to be located: ConPlan number # 30338439 Concord Rd, Littleton Rd, Robbins Rd – National Grid to install approximately 3800’ of duct bank from existing MH 9 at Concord Rd to new MH 18 Concord Rd and from new MH 646 Littleton Rd to existing MH 2 at Robbins Rd. Install (8) two–way manholes

- *Dave Johnson, National Grid*

**Approved 5-0**

**6. 7:20 PM Joint meeting with the Finance Committee to consider FY23 budget transfers in accordance with M.G.L. Ch. 44, Section 33b**

- i. To request an end of year transfer of funds from the Town Manager Personal Services account to the Town Manager Expenses account to replace furniture in the Town Manager’s office in the amount of \$5,000.
- ii. To request an end of year transfer of funds from the Solid Waste. Expenses account to the Recycling Expenses account to pay for FY23 recycling processing fees in the amount of \$112,000.
- iii. To request an end of year transfer of funds from the Debt Service account to the Sealer of Weights and Measures Expenses for services provided during July to December of 2022 in the amount of \$3,000.
- iv. To request an end of year transfer of funds from the Highway Department Personal Services account to the Wastewater Treatment Management Expense account for unanticipated repairs to the Blanchard Middle School and Westford Academy wastewater treatment plants in the amount of \$13,500.
- v. To request an end of year transfer of funds from the Debt Service account to the Town Hall Expense account (\$11,000.00), Police. Department Expense account (\$14,000.00), Fire Department Expense account (\$31,000.00), and Senior Center Expense account (\$12,000.00) to supplement FY23 electricity budgets.

**SB approved 5-0**

**Finance Committee approved 6-0**

**7. 7:40PM Discuss American Rescue Plan Act (ARPA) funding draft dashboard - ARPA summaries are available to view at the following link: [ARPA Funding](#):**

- i. Review projects approved, funding spent, and funding available.

**SB will meet June 6, 2023, at 7:00PM**

**8. 7:50 PM Strategic Planning Retreat**

- i. Consider September 7, 2023 – 5:00PM-8:00PM – Kimball Farm

**SB confirmed September 7, 2023 – 5:00PM-8:00PM**

**9. 7:55 PM Old/New Business**

- a. Update from the Recycling Commission – *Ken Teal – Recycling Commission*
- b. Consider appointments for 2 full members and 2 alternate members for the Budget Task Force for terms expiring on March 30, 2024:
  - Kristina Greene – Finance Committee Representative

- Valery Young – School Committee Representative

1. Kristi Bates
2. Katherine Coulter
3. Shana Farnsworth
4. Charles Feeney
5. Sarah Fox
6. Vibhu Jain
7. Amy Lundquist
8. Michael Martell
9. Joseph Vozzella
10. Erika Kohl
11. Mathew Abbie
12. Iris Alpern-McMillan

**Approved 5-0, full members: Shana Farnsworth and Vibhu Jain, and 3 alternate members Charles Feeney, Erika Kohl, and Amy Lundquist**

- c. Review and act on Select Board Liaison positions, as listed in the meeting packet
  - **Peraner-Sweet – Diversity, Equity and Inclusion**
  - **Cunningham – MBTA Multi-Family Advisory**
  - **Advertise for designee– Northern Middlesex Council on Governments**
  - **Barrett is stepping down from Community Preservation**
- d. Request to approve 2023 annual reappointments for committee and board members, as listed in the meeting packet  
**Approved 5-0 all appointments from Affordable Housing Trust down to the end of the document**
- e. Request to submit an application to the Vulnerable Road User Program – MassDOT Passing Signs Grant Application – *Chris Barrett*  
**Approved 5-0**
- f. Recommend the appointment of Brian Hardegen to the Pedestrian Safety Committee – *Thomas Hinkle*  
**No Action Taken**

#### 10. 8:15 AM **Board Reports/Updates**

#### 11. 8:20 PM **Minutes for Approval** For Release – Regular Session

- March 6, 2023 – Joint Meeting with Finance Committee and School Committee
- March 28, 2023  
**Both Approved 4-0-1**

#### 12. 8:25 PM **Town Manager's Report**

- a. Update on Question 3 Indigenous Peoples Day Recount
- b. Update on draft Firearms Zoning Bylaw
- c. Request to approve the following:

- i. To review and act to sign a letter of support for NMCOG's Community One Stop for Growth application for Regional Housing Strategy  
**Approved 5-0**
- d. Grants:
  - i. Northern Middlesex Council of Governments for 38 hours of staff time technical assistance to evaluate compliance and calculate projected Unit Capacity of proposed districts utilizing the 3A Compliance Model provided by DHCD in the amount of \$3,400, as requested by Jeffrey Morrisette, Director of Land Use Management
- e. Contracts:
  - i. RICOH for digital imaging in the amount of \$23,340, as requested by the Town Manager's Office
  - ii. Kyocera for 3-year contract proposal for the Library **Public** photocopier, as requested by the Technology Department
  - iii. AAA Laser Office Supplies for printer supplies and repair services as requested by the Technology Department
  - iv. ALS Intercept Agreement with Groton as requested by the Fire Department
- f. Purchase Orders:
  - i. Verizon Wireless for cellular charges (voice and data) in the amount of \$49,100 requested by the Technology Department
  - ii. Verizon for voice and data lines in the amount of \$39,500, as requested by the Technology Department
  - iii. Zoom for Virtual Meeting Software in the amount of \$13,828.50, as requested by the Technology Department
  - iv. TriTech for IMC Systems for systems that the emergency services use to record and dispatch incidents, in the amount \$22,964.00, as requested by the Technology Department
  - v. Sophos Anti-Virus protection to CDW-G in the amount of \$12,479.40, as requested by the Technology Department
  - vi. Patriot Properties in the amount of \$12,180 for software support as requested by the Technology Department
  - vii. McGovern Municipal for a 2023 Chevy Tahoe in the amount of \$52,447.30

**Approved 5-0 all grants, contracts, and purchase orders.**

8:30 PM      **Correspondence**

8:35 PM      **Adjournment**

*Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT.*

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to [tmaa@westfordma.gov](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
May 23, 2023**

**Incoming Correspondence:**

IC 01 05/12/2023 Living Customer Notice from Verizon

IC 02 05/15/2023 Dam Safety Inspection Report from Federal Energy

IC 03 05/15/2023 Dam Safety Inspection Report 2 from Federal Energy

IC 04 05/15/2023 Nashoba Tech Graduation Notice from Dr. Denise Pigeon

IC 05 05/15/2023 Library Construction Program Project from Andrea Bono-Bunker, MLIS

IC 06 05/16/2023 MassHousing's Final Report from Paul McMorrow

**Outgoing Correspondence:**

OC 01 05/18/2023 Memo E. Heideman Re: ADA Grant Extension Request